



DEPARTMENT OF THE NAVY

COMMANDER
NAVAL RESERVE READINESS COMMAND
REGION ELEVEN
1803 DOUGLASS AVENUE
FORT WORTH TX 76127-1803

COMNAVRESREDCOMREG11INST 4790.1E
N4

30 JUN 1999

COMNAVRESREDCOMREG ELEVEN INSTRUCTION 4790.1E

Subj: RESERVE INTERMEDIATE MAINTENANCE ACTIVITIES (RIMA) PROGRAM

Ref: (a) COMNAVSURFRESFORINST 4790.2
(b) COMNAVSURFPACINST 4790.11A
(c) COMNAVRESFORINST 4790.17D
(d) COMNAVRESFORINST 5100.3A
(e) OPNAVINST 4790.4C

Encl: (1) Sample Terms and Conditions Letter
(2) Sample Formal Tasking Letter
(3) Sample RIMA Funding Request Letter
(4) Sample Internal Funding Authorization Memorandum
(5) Sample Unit Monthly RIMA Status Report (REDCOM 11 4790-1)
(6) Sample Shipping Transportation Account Code (TAC) Request
(7) Sample Notification of Positive Shipment/Receipt Confirmation
(8) RIMA Ship Matrix (REDCOM 11 4790-2)

1. Purpose. To provide guidance for the RIMA Program within REDCOM Region Eleven.
2. Cancellation. COMNAVRESREDCOMREG11INST 4790.1D.
3. Background. References (a) through (c) delineate RIMA Program responsibilities and procedures.
4. Discussion. The RIMA Program involves fabrication and repair projects to provide Fleet Support from the Naval Reserve. These peacetime support projects are funded by Commander, Naval Surface Forces, U.S. Pacific Fleet (COMNAVSURFPAC), completed at local training sites and are shipped to Intermediate Maintenance Activities (IMAs) for distribution to Fleet Units. COMNAVSURFPAC realizes significant savings in cost and time on RIMA projects and the Naval Reserve benefits through hands-on fleet relevant training.
5. Action. Commanding Officers of Naval Reserve Centers and SIMA/Repair Units within REDCOM 11 will implement the requirements of this instruction.

6. Responsibilities. Specific responsibilities include:

a. Reserve Intermediate Maintenance Activity Coordinator (RIMAC)

(1) Act as project manager and central point of contact for REDCOM 11, the COMNAVSURFPAC RIMA Program Coordinator (N4352) and the Southwest Regional Maintenance Center (SWRMC).

(2) Coordinate project assignments for Reserve Units. Review Fleet Support Open Project Listings and projects for projects which potentially match Unit capabilities, provide training benefit to the unit and maximize Fleet Support and prioritize according to fleet needs. The RIMAC will review Terms and Conditions Letters, enclosure (1), prior to forwarding with endorsement, to COMNAVSURFPAC RIMA Program Coordinator (N4352). Coordinate the provisions of work packages to RESCEN for consideration.

(3) Submit upcoming fiscal year budget estimates to COMNAVSURFPAC via the chain of command by 15 August of each year.

(4) Coordinate allocation of funds with Reserve centers and, when applicable, COMNAVSURFPAC, for projects after receipt of Formal Tasking Letter, enclosure (2). After receipt of formal tasking from COMNAVSURFPAC (N4356) and subsequent review of RESCEN's RIMA Funding Request Letter, authorize the REDCOM 11 RIMA Funds Administrator (N4) via internal memorandum, enclosure (4), to coordinate with the REDCOM 11 Financial Management Director (N8) to transfer funds to the RESCEN's FASTDATA to purchase materials.

(5) Track and maintain project status and provide quarterly updates to COMNAVSURFPAC and COMNAVSURFRESFOR no later than thirty days after the last day of the quarter.

(6) Coordinate Center/Unit Industrial Plant Equipment (IPE) requirements with COMNAVSURFPAC.

(7) Ensure scheduling of required inspections is accomplished. These inspections will include, but not be limited to, those dealing with Safety and the Maintenance Material Management (3M) System.

(8) Provide assistance and guidance to Reserve Centers and

Units within REDCOM 11. Conduct periodic on-site reviews of RIMA facilities throughout the region as priorities and funding permit. Site visits will emphasize safety, equipment maintenance and personnel issues affecting productivity.

b. REDCOM Command Inspector shall ensure safety and 3M inspections are conducted per references (d) and (e).

c. RIMA Funds Administrator

(1) A full-time support officer shall be appointed, in writing, the collateral duty to authorize RIMA funds for the region. Funding will be allocated based on authorization from the RIMAC via an internal memorandum, enclosure (4).

(2) Following receipt of the RIMA Funding Authorization Memorandum from the RIMAC, enclosure (4), the RIMA Funds Administrator will authorize the release of funds to RESCENs via the REDCOM 11 Director of Financial Management (N8). The RIMA Funds Administrator shall exercise this authority within the fiscal constraints of the RIMA Overhead (ROV) Program funding provided by COMNAVSURFPAC and other fiduciary and legal requirements for any OPTAR holder as per current directives.

(3) Maintain a database of current funding allocations pertaining to RIMA project funding.

(4) Act as primary point of contact for RIMA related issues that occur in the absence of the RIMA and ARIMAC.

d. Reserve Center Commanding Officer

(1) Exercise overall responsibility for RIMA related programs at the RESCEN, including, but not limited to, all current safety and Navy Occupational Safety and Health (NAVOSH) instructions. Reference (d) refers.

(2) Review proposed project for effect on training readiness and capability to accomplish prior to acceptance.

(3) Assist units in the technical evaluation of projects. Screen unit's proposed Terms and Conditions Letters for feasibility, project completion schedule, special tooling or equipment requirements and effect on training and readiness. Verify material requirements and pricing.

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(4) Designate a full-time staff member, in writing, the collateral duty as the RESCEN RIMA Assistant. This assistant is the primary RESCEN point of contact for the RIMAC and the RIMA Funds Administrator regarding the RESCEN's current project status, provide support for shipment and receipt of materials, projects and supplies, and other issues related to the effective administration of the RIMA program.

(5) Provide RESCEN point of contact to assist unit in coordination of IPE maintenance, material acquisition, project shipment and other assistance as requested by the unit Commanding Officer.

(6) Administer an aggressive, proactive command safety program. Ensure compliance with all NAVOSH and any other regulatory safety requirements with specific emphasis on shop safety and training.

(7) Appoint a senior petty officer, in writing, as the Safety Officer specifically charged with supervising shop safety. It is highly desirable the personnel assigned to this duty have past safety experience and formal Navy training in the NAVOSH program and/or a civilian occupation related to industrial safety and be familiar with current safety directives. Develop Safety Training Records to demonstrate training accomplished.

(8) Schedule, conduct and document RIMA related operator training, with emphasis on safety related training. Develop an apprenticeship program to ensure potential RIMA IPE operators possess sufficient experience, maturity, proficiency, safety, and equipment knowledge prior to participation in RIMA activities.

(9) Ensure an aggressive Quality Assurance Program is maintained on all completed and in-progress RIMA projects.

(10) Ensure IPE is included in the RESCEN's 3M System per references (c) and (e).

(11) Ensure IPE, tools, finished products and stock inventory are secure and placed on the RESCEN's Computerized Equipment Inventory System (CEIS) program as appropriate.

(12) Negotiate any required Memoranda of Agreement or Understanding for off-site facilities. Submit copies to REDCOM RIMAC as appropriate.

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(13) Consider OPTAR funding requests from RIMA units for the purpose of obtaining tools, other than special tools, and shop maintenance items necessary to perform RIMA projects anticipated for the next fiscal year.

(14) Submit RIMA Funding Request Letter, enclosure (3), after receipt of formal tasking letter from COMNAVSURFPAC (N4352) and receipt of project materials list from the RIMA unit.

(15) Purchase RIMA project materials within 30 days of funding by REDCOM 11 Financial Management Director (NB) and close coordination with the RIMA unit to ensure correct materials and quantity are purchased. Also, coordinate liaison between RIMA unit and COMNAVSURFPAC (N4352) for requests/receipt of material supplied by COMNAVSURFPAC through SIMA San Diego (i.e. material/thread for bunk curtains, material/bonding agent for casualty power covers, etc.).

(16) Ensure required reports are submitted.

e. Units Participating in the RIMA Program

(1) Review the COMNAVSURFPAC Fleet Support Open Project Listings via the Internet (www.surfpac.navy.mil/rima) for projects within unit capabilities.

(2) Request work package from COMNAVSURFPAC (N4352) via REDCOM 11 3IMAC and review to determine if unit will bid on/accept project.

(3) Bid on desired projects by submitting a Terms and Conditions Letter, enclosure (1). The unit should contact the COMNAVSURFPAC RIMA Coordinator (N4352) to obtain the Regional Task Number (RTN) referenced in this letter.

(4) Submit materials list to RESCEN after receipt of formal tasking letter from COMNAVSURFPAC (N4352).

(5) Commence project upon receipt of a Formal Tasking Letter from COMNAVSURFPAC (N4352) and receipt of project materials from COMNAVSURFPAC (N4352) and/or RESCEN.

(6) Request OPTAR funding from RESCEN Commanding Officer for tools and shop maintenance items necessary to perform RIMA projects and maintenance planned for the next fiscal year. These requests are normally submitted in June of each year for the next fiscal year and updated quarterly.

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(7) Establish and maintain an aggressive Quality Assurance Program on all in-progress and completed RIMA projects.

(8) Provide the Unit Monthly RIMA Status Report (REDCOM 11 4790-1), enclosure (5), on all current projects to REDCOM 11 (N43) no later than the last day of the reported month. Submit reports via email. (Code N4)

(9) Request a TAC using the Shipping Transportation Account Code (TAC) Request, enclosure (6), from COMNAVSURFPAC if a project requires First Article Inspection (FAI), or upon completion of a project. Partial shipments require COMNAVSURFPAC authorization.

(10) Notify the shipping destination of completed projects using Notification of Positive Shipment/Receipt Confirmation, enclosure (7). Ensure a copy of this notification is mailed or submitted via fax to the COMNAVSURFPAC RIMA Program Coordinator (N4352) at (619) 437-0744 and the REDCOM 11 RIMAC at (972) 266-6627.

(11) Under the servicing RESCEN, maintain facilities, tools and equipment to optimize safety and safeguard their material condition.

(12) Ensure all personnel participating in the RIMA Program are fully qualified to safely operate RIMA equipment and IPE per the RESCEN's shop qualification and apprenticeship program and applicable Navy guidelines.

(13) Maintain records of training readiness gains and man-hours expended on each project using the RIMA Shop Matrix (REDCOM 11 4790/1), enclosure (8).

f. All Hands

(1) Whether participating in the RIMA Program or not, safety is paramount. Any person witnessing shop practices which appear to be unsafe are authorized and responsible to **IMMEDIATELY STOP** all work within the shop. Work will not restart until suspect conditions or practices have been reviewed by the RESCEN Commanding Officer or designated Safety Representative and corrective action is completed.

7. Reports. Report control system REDCOM 11 4790-1 is assigned the reporting requirements contained in paragraph 6e(7). The report is approved for three years unless cancelled earlier.

8. Forms. Unit Monthly RIMA Status Report (REDCOM 11 4790-1) and RIMA Shop Matrix (REDCOM 11 4790-2) can be obtained from REDCOM 11 (N41C) via Email. The blank forms will be sent to you via Email as attachments, which you will save to your computer hard drive and print as needed.


J. CHRISTOPHER
Chief of Staff

Distribution: (REDCOMREG11INST 5216.1P)
List B-2

Copy to:
COMNAVSURFRESFOR (N57)
COMNAVSURFPAC (N4356)



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SAMPLE TERMS AND CONDITIONS LETTER

From: Commanding Officer, (Name of RESCEN)
To: Commander, Naval Surface Force, U.S. Pacific Fleet (N4356)
Via: Commander, Naval Reserve Readiness Command, Region Eleven (43)

Subj: RESERVE INTERMEDIATE MAINTENANCE ACTIVITIES (RIMA) PROGRAM
PROPOSED TRAINING PROJECT TERMS AND CONDITIONS FOR (NAME OF
ITEM TO BE PRODUCED), JSN _____

Ref: (a) COMNAVSURFPACINST 4790.11A
(b) REDCOMREG11INST 4790.1D
(c) PHONCON (if applicable)

1. Subject project is accepted for completion at (name of RESCEN).
Per references (a), (b) (and (c), if applicable), the following
information is furnished:

- a. Number of units to be produced is _____. Estimated cost per
unit of issue is \$ _____.
- b. Estimated total material cost is \$ _____.
- c. Estimated start date is _____. Estimated completion date
is _____.
- d. Estimated date first unit can be shipped (only if a first
article inspection is required per the formal tasking letter) is
_____.
- e. Special equipment required, but not currently available,
consists of _____, which requires \$ _____ in special funding.
- f. Point of contact is (rank/rate/name) at (phone number).
- g. Estimated total cost of the project is \$ _____.

2. Additional comments as appropriate.

A. B. SEA

Copy to:
Reserve Unit

Encl (1)



FORMAL TASKING LETTER

From: Commander, Naval Surface Force, U.S. Pacific Fleet (N4356)
To: Commander, Naval Reserve Readiness Command, Region Eleven
(N43)

Subj: FORMAL TASKING FOR RESERVE INTERMEDIATE MAINTENANCE ACTIVITIES
(RIMA) PROGRAM PROPOSED TRAINING PROJECT

Ref: (a) COMNAVSURFRESFORINST 4790.2
(b) COMNAVSURFPACINST 4790.11A
(c) REDCOM 11 ltr 4790 (Serial) of (Date)

1. Per references (a) and (b), this letter is formal tasking for the projects described below subject to the acceptance, terms and conditions described in reference (c).

2. The following projects are tasked:

RTN	Name	Quantity	Location
98-XXXX-XXXX	Project Name		RESCEN

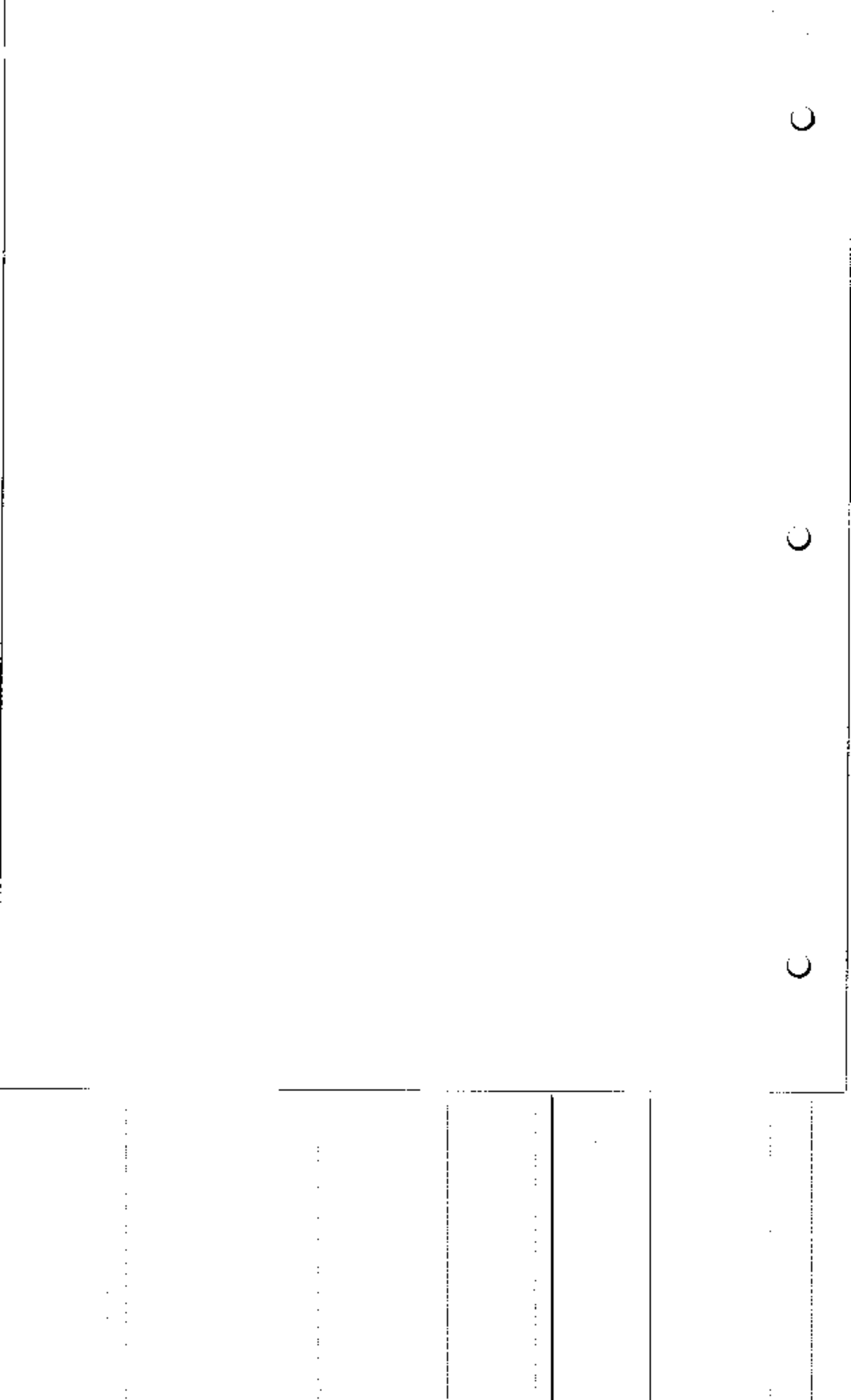
3. A first article acceptance check will/will not be required. Notify the CNSP RIMA Coordinator (N4356) for mailing/delivery instructions when finished projects are ready to be shipped.

4. The CNSP RIMA Coordinator, Sallie Campbell, can be contacted at DSN 577-2441, Comm (619) 437-2441, or Fax (619) 437-0744.

S. E. CAMPBELL
By direction

Copy to:
COMNAVSURFRESFOR (N4)
RESCEN
NR Unit

Encl (2)



30 JUN 1999

SAMPLE RIMA FUNDING REQUEST LETTER

From: Commanding Officer, (Name of RESCEN)
To: Commander, Naval Reserve Readiness Command, Region Eleven (N43)

Subj: FUNDING REQUEST FOR RIMA PROJECT

Ref: (a) COMNAVSURFPACINST 4790.11A
(b) COMNAVSURFPRESFORINST 4790.2
(c) REDCOMREG11INST 4790.1D
(d) NAVRESCEN _____ ltr 4790 (Ser) of (Date)
(Terms and Conditions)
(e) COMNAVSURFPAC ltr 4790 (Serial) of (Date) (Formal Tasking)

Encl: (1) List of materials for RIMA project (Name) (RTN)

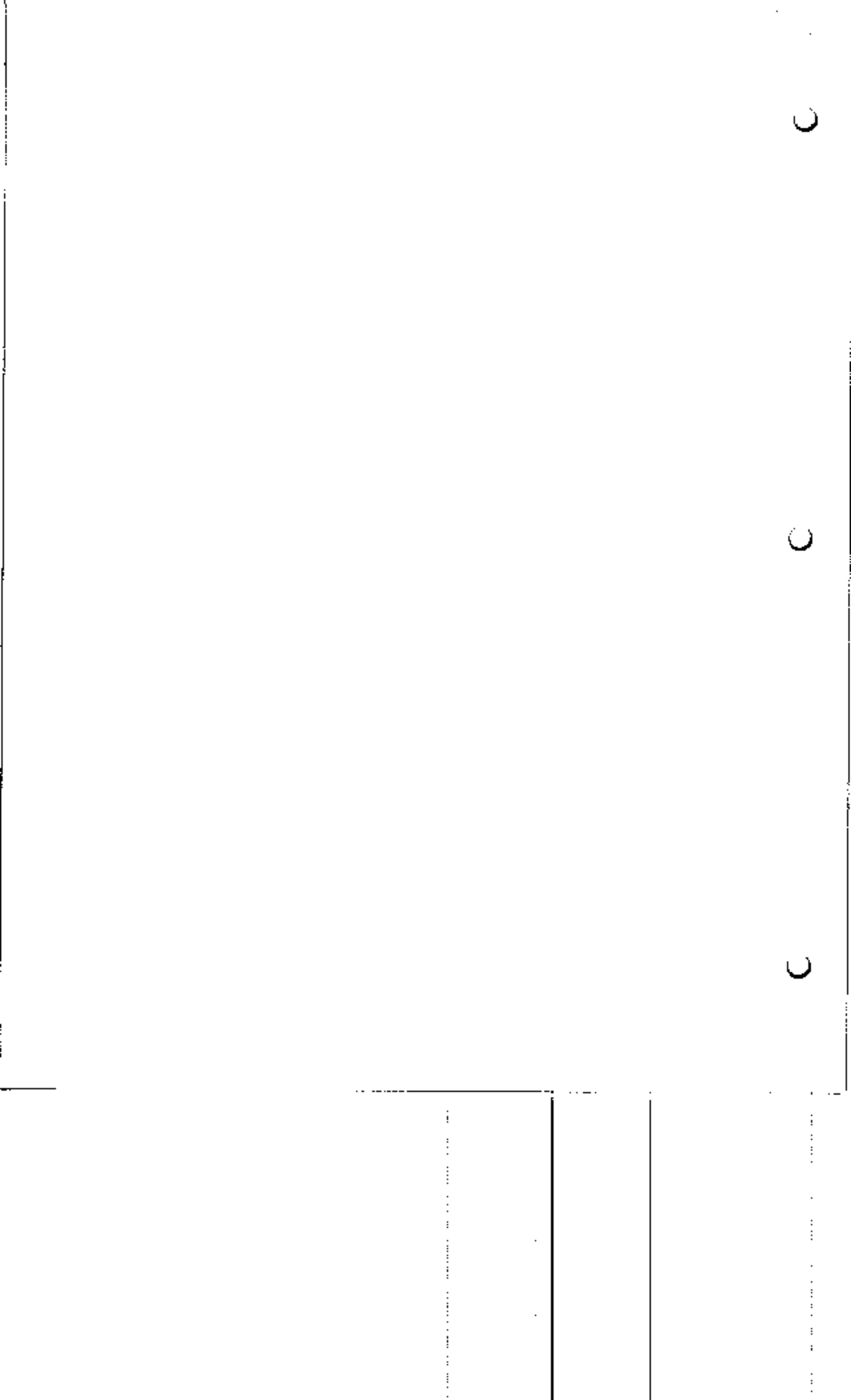
1. Per references (a) through (e), request \$_____ to purchase materials listed in enclosure (1) to complete subject project.

2. Point of contact is (Rank/Rate) at (phone number).

A. B. SEA

Copy to:
Reserve Unit

Encl (3)



SAMPLE FUNDING AUTHORIZATION MEMORANDUM

4790
11 February 1998

MEMORANDUM

From: RIMA Fund Administrator, REDCOM 11 (N4)
To: Director, Financial Management, COMNAVRESREDCOM REG ELEVEN (N9)
Subj: FUNDING AUTHORIZATION FOR RESERVE INTERMEDIATE MAINTENANCE ACTIVITY PROJECTS
Ref: (a) NAVMARCORESCEN El Paso ltr 4790 Ser 44/390 of 7 Dec 97
(b) NAVMARCORESCEN El Paso ltr 4790 Ser 44/391 of 7 Dec 97
(c) COMNAVRESREDCOM ltr 4790 Ser N435/03443 of 22 Dec 97
(d) NAVMARCORESCEN El Paso Funding Request Ltr (for Ram Fan Racks) (undated)
(e) NAVMARCORESCEN El Paso Funding Request Ltr (for Hose Storage Racks) (undated)
(f) COMNAVRESREDCOMINST 4790.2
(g) REDCOMREG11INST 4790.1C

1. Per references (a) through (g), request you transfer \$2,788.25 of the RIMA reimbursable money to SK1 Williams' FASTDATA in El Paso to purchase materials to produce the below-described RIMA projects:

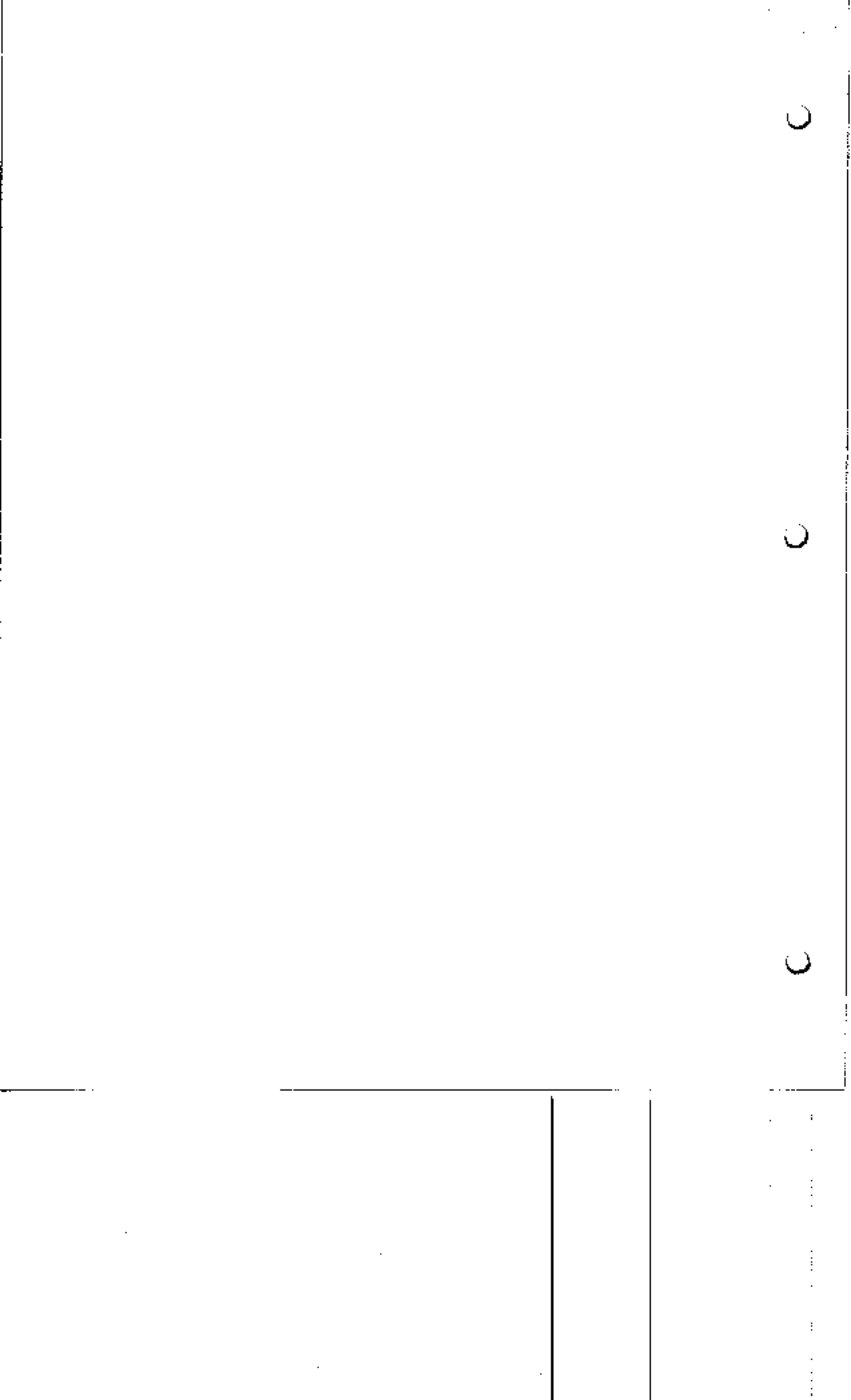
RTN	PROJECT NAME	DOLLAR AMOUNT
98-1118-577	Ram Fan Racks	768.25
98-1118-576	Hose Storage Racks	2,020.00
TOTAL DOLLAR AMOUNT		\$2,788.25

2. For NAVMARCORESCEN El Paso: Upon receipt of this RIMA money, request your Storekeeper obligate it as soon as possible, preferably within 45 days. Further request your Storekeeper notify Mr. Smith at REDCOM (N41C) once all the money is obligated.

J. A. LAMB

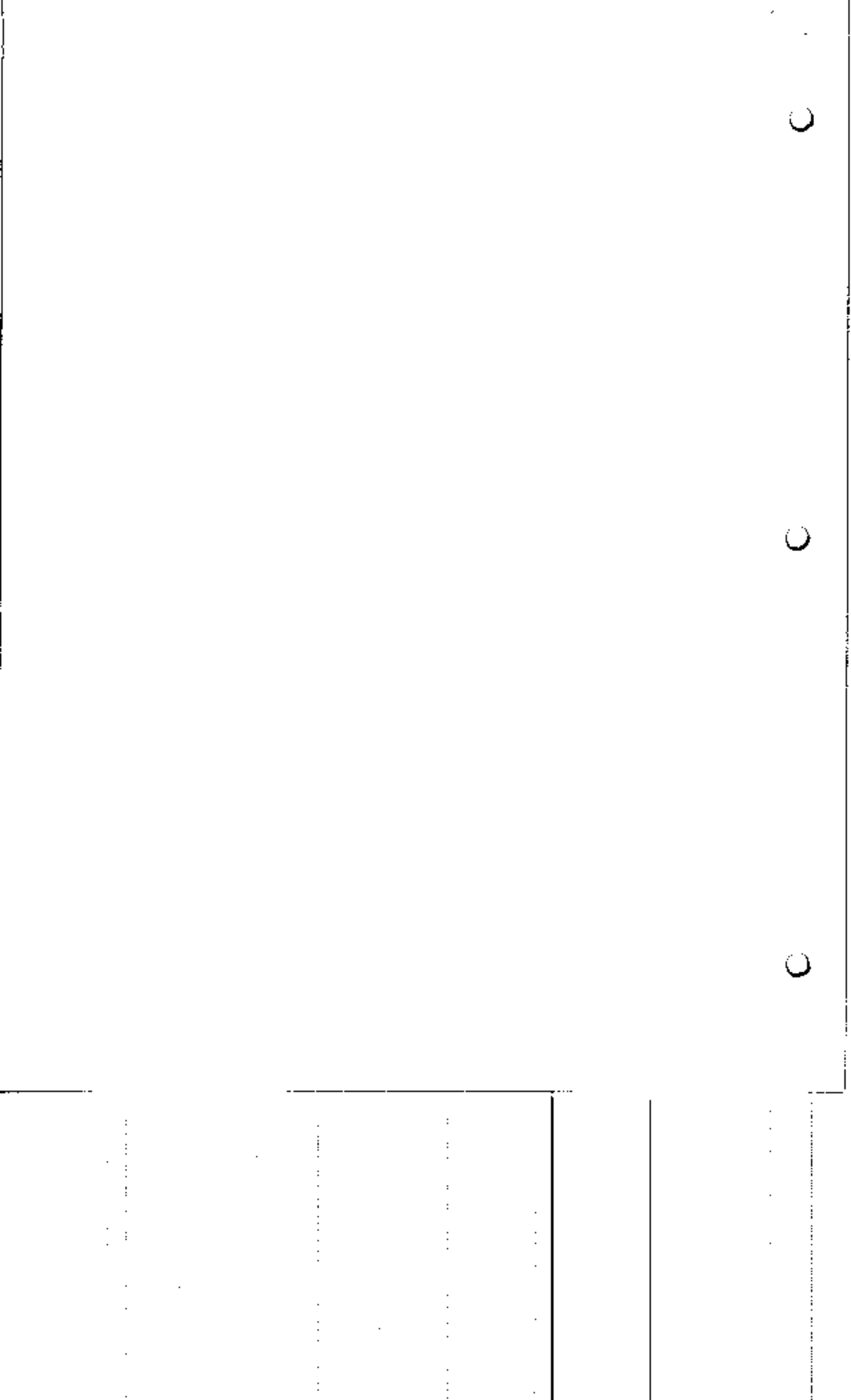
Copy to:
NAVMARCORESCEN El Paso (Attn: RIMA Coordinator & Storekeeper)
COMNAVRESREDCOM (N4356)
REDCOM 11 (N43)

Encl (4)



(Report Symbol FEDCOM 11 4790-1)

[illegible]



SAMPLE TAC CODE REQUEST LETTER

From: Commanding Officer, (Name of RESCEN)
To: Commander, Naval Surface Force, U. S. Pacific Fleet (N4356)
Subj: REQUEST FOR TRANSPORTATION ACCOUNT CODE (TAC) FOR SHIPMENT OF
COMPLETED RIMA PROJECTS
Ref: (a) COMNAVSURFPACINST 4790.11A
(b) REDCOMREG11INST 4790.1D
(c) COMNAVSURFPAC ltr (Serial) of (Date) (tasking letter)

1. Per references (a) through (c), the following information is provided:

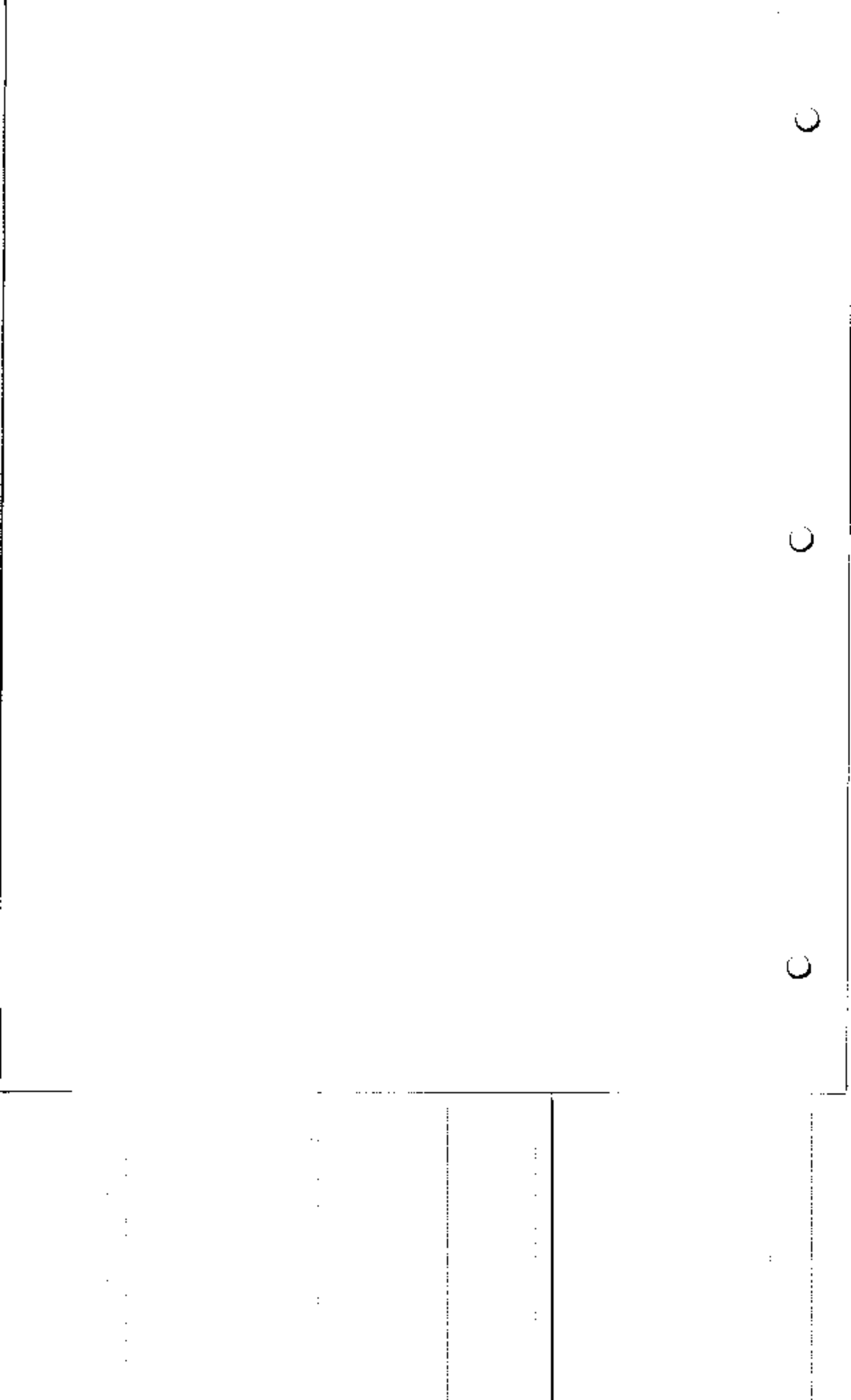
- a. Items to be shipped: _____ (Note: list each item)
- b. Quantity: _____ (Note: List each item)
- c. Weight: _____ (Note: List each container)
- d. Dimensions: _____ (Note: List each container)
- e. Mode: _____
- f. Estimated Cost: _____
- g. Estimated Ship Date: _____
- h. No later than Ship Date: _____

2. Point of contact is (Rank/rate/name) at (phone).

A. B. SEA

Copy to:
REDCOM Region Eleven (N43)
Reserve Unit

Encl (6)



NOTIFICATION OF POSITIVE SHIPMENT/RECEIPT CONFIRMATION

(Date)

MEMORANDUM

From: RIMAC Unit/Activity Shipping Material
To: Ship To Address

Subj: NOTIFICATION OF SHIPMENT/RECEIPT CONFIRMATION

1. The following material was shipped to you on (Date) under RTN _____. Please complete the bottom of this form to verify receipt and return form to:

Commander
Naval Surface Force, U.S. Pacific Fleet (N4356)
2841 Rendova Road
San Diego, CA 92155-5490

- a. UIC/Address material shipped to.
- b. Number of pieces, total weight and cubic feet.
Mode & Date of Shipment.
TAC Code (if utilized)
- c. Description of material.

A. B. SEA

CONFIRMATION OF RECEIPT

Date received: _____. Material condition: _____
Remarks: _____

Date: _____ Signature: _____

PLEASE NOTIFY THIS COMMAND OF NON-RECEIPT WITHIN SIXTY (60) DAYS OF SHIPMENT.

Copy to:
COMNAVSURFPAC (N4356)
REDCOM Region Eleven (N431)

Encl (7)

